

## Message Text

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63

ACTION DRC-01

INFO OCT-01 ARA-10 ISO-00 L-03 OMB-01 PPTE-00 SCA-01

SCSE-00 VOE-00 SY-05 /022 W  
----- 003227

R 081825Z AUG 75

FM AMEMBASSY PANAMA

TO SECSTATE WASHDC 4769

UNCLAS SECTION 1 OF 2 PANAMA 4827

E.O. 11652: N/A

TAGS: AINF, OGEN

SUBJECT: IMPLEMENTATION OF THE PRIVACY ACT OF 1974

REF: STATE 172353

THE FOLLOWING INFORMATION IS SUBMITTED IN ACCORDANCE WITH REF  
TEL:

I. I. PASSPORT AND CITIZENSHIP CASE FILES

II. NAMES OF ALL PERSONS WHO HAVE APPLIED FOR ANY CITIZENSHIP OR  
PASSPORT SERVICE AT THE EMBASSY. ALSO ALL AMERICAN CITIZENS  
WHO HAVE REGISTERED AT THE EMBASSY.

III. BIOGRAPHICAL INFORMATION ON INDIVIDUAL. INCLUDES BRIEF  
CHRONOLOGICAL LIST OF SERVICE, I.E., PASSPORTS ISSUED, DATES  
OF ISSUANCE, REGISTRATION OF CHILDREN AND OTHER RELATED  
CITIZENSHIP SERVICES. ALSO INCLUDES CORRESPONDENCE WITH  
INDIVIDUAL OR WITH PASSPORT OFFICE REGARDING UNUSUAL ASPECTS  
OF CASE.

IV. VOLUME 8 FAM

V. DEA, LEGAL ATTACHE (FBI), IMMIGRATION AND NATURALIZATION  
SERVICE. INFORMATION FROM FILES PROVIDED AT REQUEST  
OF THESE AGENCIES IN CONNECTION WITH THEIR INVESTIGATIVE  
ACTIVITIES.

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VI. STORAGE: FILE CONSISTS PRINCIPALLY OF CARDS BUT THERE ARE

ALSO COPIES OF CORRESPONDENCE MAINTAINED IN FOLDERS.

-RETRIEVABILITY: INDEXED BY NAME.

-SAFEGUARDS: FILED IN BAR LOCK CABINETS AND AVAILABLE ONLY TO CONSULAR OFFICERS AND LOCAL CONSULAR EMPLOYEES.

-RETENTION AND DISPOSAL: GENERAL CORRESPONDENCE PART OF THIS FILE IS MAINTAINED FOR ONE YEAR THEN DESTROYED.

CARD FILES ARE DESTROYED FIVE YEARS AFTER BEING TRANSFERRED TO INACTIVE FILE.

VII. CHIEF OF EMBASSY CONSULAR SECTION

VIII. LOCAL GOVERNMENT REGISTRY OF BIRTHS, LOCAL IMMIGRATION OFFICIALS.

2. I. IMMIGRANT VISAS ISSUED FILE

II. NAMES OF PERSONS WHO HAVE BEEN ISSUED IMMIGRANT VISAS

III. CONTAINS PERSONAL IDENTIFICATION DOCUMENTS, I.E.N BIRTH, MARRIAGE CERTIFICATES AS WELL AS POLICE CERTIFICATES AND AFFIDAVITS OF SUPPORTS FROM FRIENDS OR FAMILY. ALSO CONTAINS PHOTOGRAPH OF INDIVIDUAL AND MEDICAL EXAMINATION.

IV. PART IV APPENDIX D, VOL. 9 FAM

V. IMMIGRATION AND NATURALIZATION SERVICE. DEPARTMENT OF JUSTICE. DISCLOSURE MADE TO CONFIRM INFORMATION IN CONNECTION WITH ISSUANCE OF VISA.

VI. STORAGE: MAINTAINED IN HARD COPY, USUALLY PHOTOSTATIC  
-RETRIEVABILITY: INDEXED BY NAME AND BY MONTH OF ISSUANCE OF VISA.

-SAFEGUARDS: KEPT IN BARLOCK SAFE, ACCESSIBLE ONLY TO CONSULAR OFFICERS AND LOCAL EMPLOYEES.

-RETENTION AND DISPOSAL: RECORDS ARE KEPT FOR ONE YEAR FROM DATE OF ISSUANCE OF VISA AND THEN DESTROYED.

VII. CHIEF OF CONSULAR SECTION OF EMBASSY

VIII. LOCAL POLICE AUTHORITIES.

3. I. SELECTIVE SERVICE REGISTRATION FILE

II. U.S. CITIZENS AND PERMANENT RESIDENT ALIENS 18 YEARS OF AGE OR OLDER WHO ARE REQUIRED TO REGISTER FOR SELECTIVE SERVICE.

III. CARD FILE CONTAINING NAME, DATE AND PLACE OF BIRTH, ADDRESS AND DATE OF SELECTIVE SERVICE REGISTRATION.

IV. 7 FAM 230.1

V. SELECTIVE SERVICE SYSTEM TO CONFIRM BIOGRAPHICAL DATA  
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OR REGISTRATION DATE AND, AT TIMES, TO THE INDIVIDUAL WHO REGISTERED TO CONFIRM DATE OF REGISTRATION.

VI. STORAGE: CARD FILE

-RETRIEVABILITY: INDEXED BY NAME

-SAFEGUARDS: KEPT IN CARD INDEX FILE AVAILABLE ONLY TO CONSULAR STAFF.

-RETENTION AND DISPOSAL: INDEFINITE

VII. CHIEF OF EMBASSY CONSULAR SECTION

VIII. NONE

4. I. ASSISTANCE TO CITIZENS FILE

II. AMERICAN CITIZENS WHO REQUEST ASSISTANCE OF EMBASSY.

THIS FILE INCLUDES REQUESTS FOR EMERGENCY REPATRIATION

LOANS, ARREST AND DETENTION OF AMERICAN CITIZENS,

PERSONS REQUESTING ASSISTANCE IN CONNECTION WITH

RECEIVING FEDERAL BENEFIT CHECKS, AND MANY TYPES OF

MISCELLANEOUS REQUESTS FOR EMBASSY HELP WHICH CAN BE

PROVIDED BY CONSULAR OFFICERS. FILE ALSO CONTAINS

RECORDS AND CORRESPONDENCE PERTAINING TO DEATHS AND

ESTATES OF AMERICAN CITIZENS.

III. FILE CONTAINS PRINCIPALLY CORRESPONDENCE WITH INDIVIDUALS,

BIOGRAPHICAL DATA, COPIES OF PROMISSORY NOTES AND AT

TIMES, CORRESPONDENCE TO AND FROM HOST GOVERNMENT OFFICIALS

CONCERNING THE INDIVIDUAL.

IV. VOLUME 7 FAM. SPECIAL CONSULAR SERVICES

V. DRUG ENFORCEMENT AGENCY (DEA), LEGAL ATTACHE (FBI),

IMMIGRATION AND NATURALIZATION SERVICE, DEPT. OF JUSTICE.

INFORMATION PROVIDED FROM FILES AT REQUEST OF THESE

AGENCIES IN CONNECTION WITH THEIR INVESTIGATIVE ACTIVITIES.

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ACTION DRC-01

INFO OCT-01 ARA-10 ISO-00 L-03 OMB-01 PPTE-00 SCA-01

SCSE-00 VOE-00 SY-05 /022 W

----- 003609

R 081825Z AUG 75

FM AMEMBASSY PANAMA

TO SECSTATE WASHDC 4770

UNCLAS SECTION 2 OF 2 PANAMA 4827

VI. STORAGE: MAINTAINED IN HARD COPY AND IN FOLDERS.

-RETRIEVABILITY: INDEXED BY NAME AND YEAR.

-SAFEGUARDS: KEPT IN BAR LOCK CABINETS AND, IF CLASSIFIED

INFORMATION IS PART OF FILE, IN A COMBINATION SAFE. FILES

UNDER SUPERVISION OF CONSULAR OFFICER AND UNCLASSIFIED

PORTIONS AVAILABLE TO LOCAL EMPLOYEES.

-RETENTION AND DISPOSAL: MAINTAINED FOR AT LEAST

ONE YEAR AND THEN DESTROYED. FEDERAL BENEFIT AND SERVICES FILES ARE DESTROYED WHEN THREE YEARS OLD AND INDIVIDUAL CASE FILES ON DEATHS OF AMERICAN CITIZENS ABROAD ARE DESTROYED FIVE YEARS AFTER CASE IS CLOSED.  
VII. CHIEF OF EMBASSY CONSULAR SECTION  
VIII. EDUCATIONAL INSTITUTIONS, LOCAL POLICE AND IMMIGRATION AUTHORITIES, HOSPITALS, DOCTORS AND LAWYERS.

5. I. CARD FILE ON RECIPIENTS OF FEDERAL BENEFIT CHECKS  
II. NAMES OF ALL PERSONS WHO RECEIVE A FEDERAL BENEFIT CHECK FROM THE EMBASSY.  
III. CARD CONTAINS ONLY NAME, DATE, PLACE OF BIRTH, PERSONAL IDENTITY NUMBER, I.E., SOCIAL SECURITY NUMBER OR OTHER IDENTIFYING INFORMATION AND NEXT OF KIN.  
IV. VOLUME 7 FAM 250  
V. USED AS A MEANS OF IDENTIFYING BY NAME PERSONS WHO RECEIVE FEDERAL BENEFITS CHECKS.  
VI. STORAGE: CARD MAINTAINED IN CARD FILING CONTAINERS.  
-RETRIEVABILITY: INDEXED BY NAME.  
-SAFEGUARDS: ALTHOUGH NOT LOCKED IT IS AVAILABLE ONLY TO CONSULAR EMPLOYEES.  
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-RETENTION AND DISPOSAL: RECORD IS KEPT UNTIL DEATH OF BENEFICIARY OR UNTIL BENEFITS TERMINATE.  
VII. CHIEF OF EMBASSY CONSULAR SECTION.  
VIII. NONE.

6. I. SECURITY FILES:  
II. APPLICANTS FOR EMPLOYMENT WITH USG, EMPLOYEES OF USG, PERSONS INVOLVED IN MATTERS OF INVESTIGATIVE INTEREST TO DEPARTMENT OF STATE OR ABOUT WHOM OTHER FEDERAL AGENCIES HAVE REQUESTED INVESTIGATIVE ASSISTANCE;  
III. INVESTIGATIVE REPORTS, PERSONAL HISTORY FORMS, INTERNAL MEMORANDA, PHOTOGRAPHS;  
IV. E.O. 10450, 18 USC, 22 USC 846;  
V. OFFICIALS OF STATE, AID OR USIA OR OTHER USG AGENCIES WITH NEED TO KNOW;  
VI. STORAGE: MANILA FOLDER IN BARLOCK CABINET INSIDE VAULT AREA.  
-RETRIEVABILITY: FILES ARE MAINTAINED IN ALPHABETICAL ORDER AND ARE RETRIEVABLE BY NAME.  
-SAFEGUARDS: FILES ARE STORED IN BARLOCK CABINET, INSIDE VAULT AREA CONTROLLED BY MARINE SECURITY GUARD.  
-RETENTION AND DISPOSAL: FILES ARE MAINTAINED AND DESTROYED IN ACCORDANCE WITH PROVISIONS OF E.O. 11652.  
VII. REGIONAL SECURITY OFFICER  
VIII. THE INDIVIDUAL, PERSONS HAVING KNOWLEDGE OF THE INDIVIDUAL, PERSONS HAVING KNOWLEDGE OF INCIDENTS OR OTHER MATTERS OF INVESTIGATIVE INTEREST TO THE DEPARTMENT, PERTINENT RECORDS OF USG, LOCAL GOVERNMENT OR PRIVATE ORGANIZATION AND PUBLIC

SOURCES.

7. I. PERSONNEL FILES

II. AMERICAN PERSONNEL ASSIGNED TO EMBASSY.

III. PERSONNEL ACTIONS, PERFORMANCE EVALUATION REPORTS,  
NOTES TO FOREIGN OFFICE CONCERNING ARRIVAL,  
DEPARTURE, REQUESTS FOR PRIVILEGES, MEMORANDA, ETC.

IV. 3 FAM

V. MANAGEMENT PERSONNEL OF EMBASSY

VI. STORAGE: MAINTAINED IN FILE FOLDERS KEPT IN LOCKED  
CABINETS.

-RETRIEVABILITY: BY NAME

-SAFEGUARDS: USE OF FILES CAREFULLY CONTROLLED BY  
PERSONNEL OFFICER.

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-RETENTION AND DISPOSAL: MAINTAINED FOR ONE YEAR  
FOLLOWING EMPLOYEES' PERMANENT DEPARTURE FROM POST  
AND THEN DESTROYED.

VII. ADMINISTRATIVE OFFICER

VIII. THE DEPARTMENT OF STATE, LOCAL FOREIGN MINISTRY,  
EMPLOYEES AND LETTERS OF COMMENDATION BY VARIOUS INDIVIDUALS.  
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## Message Attributes

**Automatic Decaptioning:** X  
**Capture Date:** 01 JAN 1994  
**Channel Indicators:** n/a  
**Current Classification:** UNCLASSIFIED  
**Concepts:** n/a  
**Control Number:** n/a  
**Copy:** SINGLE  
**Draft Date:** 08 AUG 1975  
**Decaption Date:** 01 JAN 1960  
**Decaption Note:**  
**Disposition Action:** n/a  
**Disposition Approved on Date:**  
**Disposition Authority:** n/a  
**Disposition Case Number:** n/a  
**Disposition Comment:**  
**Disposition Date:** 01 JAN 1960  
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**Enclosure:** n/a  
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**Office:** ACTION DRC  
**Original Classification:** UNCLASSIFIED  
**Original Handling Restrictions:** n/a  
**Original Previous Classification:** n/a  
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**Previous Classification:** n/a  
**Previous Handling Restrictions:** n/a  
**Reference:** 75 STATE 172353  
**Review Action:** RELEASED, APPROVED  
**Review Authority:** ellisoob  
**Review Comment:** n/a  
**Review Content Flags:**  
**Review Date:** 18 DEC 2002  
**Review Event:**  
**Review Exemptions:** n/a  
**Review History:** RELEASED <18 DEC 2002 by ReddocGW>; APPROVED <10 FEB 2004 by ellisoob>  
**Review Markings:**

Margaret P. Grafeld  
Declassified/Released  
US Department of State  
EO Systematic Review  
06 JUL 2006

**Review Media Identifier:**  
**Review Referrals:** n/a  
**Review Release Date:** n/a  
**Review Release Event:** n/a  
**Review Transfer Date:**  
**Review Withdrawn Fields:** n/a  
**Secure:** OPEN  
**Status:** NATIVE  
**Subject:** IMPLEMENTATION OF THE PRIVACY ACT OF 1974  
**TAGS:** AINF, OGEN  
**To:** STATE  
**Type:** TE  
**Markings:** Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 06 JUL 2006